

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Purchasing and Support Services Manager	Job Family: 2
General Classification: Management	Job Grade: 39

Definition: To manage and direct the Purchasing and Support Services activities of the Finance and Administrative Services Department. Plans, organizes and directs the procurement of goods, services and equipment required by the City; manages the City warehouse and inventory; disposes of all surplus property; provides inventory control for all City equipment, vehicles and warehoused items; provides supervision and training to the staff; and plans, coordinates and manages the areas of centralized document processing, reprographics, mail services, telecommunications and City Hall operations, including security.

Distinguishing Characteristics: Receiving general direction from the Finance and Administrative Services Director or Assistant Finance and Administrative Services Director, this single position classification exercises managerial responsibility over assigned areas; and provides direct and indirect supervision over clerical, technical and supervisory personnel. The Purchasing and Support Services Manager functions as the Purchasing Agent for the City.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Participate in the development of the work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
2. Develop and implement goals, objectives, policies and procedures.
3. Directs and participates in the ordering of supplies, equipment and services from appropriate sources; and ensures that all purchases are made in accordance with applicable City policies.
4. Initiate and direct processing of purchase requisitions, purchase orders and certain contracts in response to requests from City departments and projects; approve and sign purchase orders and contracts; and ensure that completion of approval cycle is achieved in a minimum amount of time.
5. Manage levels of service for telecommunications, reprographics, security and maintenance; provide general building administration at City Hall.

Position Title: Purchasing and Support Services Manager

Page 2

6. Maintain budget and cost controls pertaining to purchasing; authorize purchases and payments for goods and services received; prepare reports and recommendations for City Council action on purchases over specified limits; and obtain sources and bids.
7. Maintain contact with a wide variety of vendors, as required by departmental and project purchasing needs; negotiate with vendors and ensure that the City obtains quality products and services.
8. Direct inventory of all City equipment and vehicles; provide inventory updates and dispose of all surplus property; and maintain ownership certification records.
9. Assist in developing, coordinating and implementing purchasing policies, procedures and systems for the City; periodically conduct analyses of the City's purchasing systems to facilitate an efficient, expeditious purchasing process.
10. Develop sources of supply and services; meet with vendor representatives; assist in the development and enhancement of technical specifications; ensure that goods or services delivered meet the requirements that were agreed on by contract; and provide other professional purchasing directions as required by the City.
11. Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; recommend discipline; implement disciplinary procedures as directed; maintain discipline and high standards necessary for the efficient and professional operation of the division.
12. Conduct studies of market trends and City purchasing workload trends; prepare reports on purchasing activities.
13. Perform other duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of effective purchasing; applicable State laws and City ordinances related to purchasing practices; working knowledge of the Uniform Commercial Code and Common Law; characteristics and quantities of the goods, services, supplies, materials and equipment required by the City; principles and practices of effective application and use of technology and Internet resources to purchasing practices; current technology available for the improved delivery of government services; modern office procedures, methods and computer equipment; telecommunications, security and reprographics systems; principles and practices of supervision, training and personnel management; warehousing methods and practices, including inventory control procedures;

Position Title: Purchasing and Support Services Manager

Page 3

principles and practices of organization, administration, budget and personnel management; standard business mathematics.

Ability to: Evaluate goods, services, supplies, materials and equipment required by the City; identify and compile bids from vendors and service suppliers; develop, establish and evaluate purchasing practices and procedures; negotiate effectively with vendors; develop and operate effective computerized record-keeping systems to enhance purchasing operations; prepare timely and informative reports; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; communicate effectively both orally and in writing; interpret and explain City purchasing policies and procedures; identify and procure appropriate types and quantities of services, supplies, equipment and materials required by the City; train, supervise and evaluate assigned personnel; establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field; and five years of management experience requiring increasing responsibilities for purchasing/procurement and contract management functions, including two years in a supervisory or managerial capacity.

Required Licenses or Certificates: Possession of a valid California Class C driver's license. Designation as a Certified Purchasing Manager (CPM) is desirable.

Established September 2005

CLASS SPECS

CS266-M^